

May 2, 2016

TO: Orphans' Court Attorneys
FROM: Tracey Antoline-Patton, Register of Wills
CC: Judge John D. McBride (Orphans' Court)

RE: Orphans' Court Motion Procedures

NOTICE

In an effort to alleviate problems that are occurring with Orphans' Court filings, effective May 2, 2016, the following procedures will apply to Orphans' Court Motions;

1. Prior to appearing in Motions Court any Petition/Motion to be presented must first be filed with the Office of the Register of wills.
2. At the time of filing, the Petition/Motion will be time-stamped and assigned a docket number (if appropriate). The filing fee must be paid at this time.
3. The Petition/Motion can then be presented to the Orphans' Court Judge, in Motions Court. If the Order attached to the Petition/Motion is signed by the Judge, then after it is time-stamped in the Judge's Chambers, the signed Order and original Petition/Motion shall be immediately filed with the Register of Wills, after which a Certified Copy will be provided.

Note: The Register of Wills Office opens at 8:00am daily.

ORPHANS' MOTION COURT IS EVERY TUESDAY & THURSDAY
8:45am COURT ROOM #1
JUDGE JOHN D. MCBRIDE